

A/E SCOPE OF SERVICES

September 15, 2014

PART 1 GENERAL

1.1 GENERAL REQUIREMENTS:

The Architect/Engineer [A/E] shall perform all professional architectural/engineering services required for the investigation and design of **Cafeteria Upgrade at U.S. Embassy compound, Dili, Timor-Leste**. The services shall include but not be limited to design, analysis, site investigation, report findings and recommendations, environmental consultation and documentation, engineering calculations, cost estimating and preparation of working drawings and specifications. The services shall be performed in three tasks; TASK 1, CONCEPTUAL DESIGN SUBMITTAL (35%); TASK 2, PRELIMINARY DESIGN SUBMITTAL (90%); and TASK 3, DESIGN COMPLETION & BIDDING – CORRECTED FINAL DESIGN SUBMITTAL (100%) shall require final construction documents for the solicitation of bids.

In order to accomplish this intent, the A/E shall provide 100% drawings and specifications, complete cost estimate and supporting design analysis based on the requirements set forth in this scope of work. It is intended this level of detail will allow the construction contract bidder to submit a complete bid, covering the complete scope of work. Any documents provided by Overseas Building Operations [OBO] and the Embassy to the A/E are intended as guidance and not to be interpreted as the only solution.

1.2 DESIGN OBJECTIVES: The design work should satisfy the following major objectives:

Expand the existing dining and kitchen area in conformance with various safety and fire regulations. The following shall be included:

- Fire suppression (sprinkler) system in the area
- Kitchen hood fire suppression system
- Fire alarm evacuation system
- Structural drawings or calculations – for new columns and beams
- Roofing loads or rafter layout
- For the entire back building, upgrade and rewire of the existing electrical system to American or Australian standards

1.3 DESIGN POLICY AND CRITERIA:

All architectural and engineering design work shall conform to the more stringent requirements of the following attached codes and standards. Suggestions that will improve the operational functions, enhance appearance, and prove to be more economical and advantageous shall be made upon completion of TASK 1, CONCEPTUAL DESIGN SUBMITTAL (35%) with the initial site inspection.

Cafeteria Upgrade – U.S. Embassy, Dili, Timor-Leste

1.3.1 PROJECT CRITERIA: The project design shall conform to the following criteria:

Applicable Standards:

- a. International Building Code**
- b. International Plumbing Code**
- c. International Mechanical Code**
- d. Mechanical Systems - ASHRAE and SMACNA Standards.**
- e. National Fire Protection Association (NFPA 101) Life Safety Code.**
- f. National Electric Code, NFPA No. 70.**
- g. Uniform Federal Accessibility Standards (USAF)**
- h. Americans with Disability Act Accessibility Guidelines (ADAAG)]**

1.4 BACKGROUND: The existing cafeteria requires an upgrade which includes expansion of the dining room and kitchen area. The project will also address a number of safety, fire and hygiene issues.

1.5 LOCATION:

**U.S. Embassy
Compound
Dili, Timor-Leste**

1.6 PROJECT MANAGER & CONTRACTING OFFICER'S REPRESENTATIVE [COR]:

Hiram A. Lasquety IV
Maintenance Supervisor/COR
U.S. Embassy, Dili, Timor-Leste
TEL: (670)3324684 Ext.2012
FAX: (670) 3313206
E-Mail: LasquetyHA@state.gov

1.7 SITE POINT OF CONTACT:

Hiram A. Lasquety IV
Maintenance Supervisor/COR
U.S. Embassy, Dili, Timor-Leste
TEL: (670)3324684 Ext.2012
FAX: (670) 3313206
E-Mail: LasquetyHA@state.gov

The A/E will provide the Site Point of Contact five [5] days advance notice for the site visit.

1.8 N/A

1.8.1 COST AND SCOPE LIMITATIONS: The intent of this A/E Services Contract is to design completely

Cafeteria Upgrade – U.S. Embassy, Dili, Timor-Leste

functional and operational cafeteria within the identified scope and cost limitations. The Embassy will provide limited as-built drawings for the existing facility. The A/E will consider all design options and criteria reductions that may be necessary in those instances where possible cost overruns may be experienced. This information will be included in the design analysis to be conducted during TASK 1, CONCEPTUAL DESIGN SUBMITTAL (35%).

- 1.9 PROJECT COMPLETION DATE: Final biddable and constructable construction documents shall be received at the Embassy and COR 90 working days after receipt of NTP.

Cafeteria Upgrade – U.S. Embassy, Dili, Timor-Leste

PART 2 SCOPE OF SERVICES

2.1 FACILITY INSPECTION/DESIGN PHASE:

2.1.1 INSPECTION SURVEY AND ANALYSIS:

Conduct site investigation to verify project requirements, estimated construction costs, and existing condition of the structure(s), site and utilities. Additionally, perform specific survey and analysis as indicated herein.

2.1.1.1 Site Visit: Visit the site and inspect as required to field verify the condition of the various structures, validate project scope, and to provide a preliminary construction estimate for all required work herein. This means the A/E shall investigate and validate each and every work item need as listed in this scope. Visually inspect the facilities to determine the real problem(s) and assess from a professional architect/engineer perspective of the situation. Determine the appropriate solution or solutions to effectively and economically resolve and restore the components back to normal operating condition without additional follow-up work. Discuss with the customer to ensure no other information useful for the assessment is missing. Identify opportunities to minimize the costs of the building and site; visual impact of the building. Provide written recommendations to OBO and the Embassy of any required additional work, or changes to the present scope through better alternatives.

2.1.1.2 Field Measurements and Existing Building/Site Construction: The A/E shall be required to make his own field investigations to verify dimensions, building construction type and other information (Building utility entrances, drainage, adjacent topography, etc) shown on OBO and Embassy furnished reference drawings and documents.

2.1.1.3 As-Built Documents (available from OBO and Embassy): Gather as-built construction documents available at site as necessary for additional information that may be pertinent and useful in the development of submissions.

2.2 TASK 1, CONCEPTUAL DESIGN SUBMITTAL (35%):

The A/E shall conduct a field investigation with the purpose of developing a Conceptual Design Submittal (35%) site and utility layout, floor plans, elevations, details, and cost estimates for review and approval by the Embassy and OBO. The submittal shall clearly illustrate the recommended design to meet code requirements, OBO and local jurisdictions requirements that have authority. The conceptual design shall be developed to the 35% level of design and shall include all catalogue cuts and all information necessary to review the plans with specifications, construction scheduling/phasing and budget cost estimate established for the project.

2.3 TASK 2, PRELIMINARY DESIGN SUBMITTAL (90%):

The final design submittal will be a development of the preliminary design completed under TASK 1, CONCEPTUAL DESIGN SUBMITTAL to a 100% design package level, including integration of the Government review comments resulting from previous review along with a refined cost estimate and anticipated construction schedule. This submittal shall be reviewed by the Government and review comments provided to the A/E.

2.4 TASK 3, DESIGN COMPLETION & BIDDING – CORRECTED FINAL DESIGN SUBMITTAL (100%):

The completed (100%) final design will include the PRELIMINARY DESIGN SUBMITTAL (90%) design documents with all previous review comments incorporated.

Cafeteria Upgrade – U.S. Embassy, Dili, Timor-Leste

The success of the final construction depends on not only correct design and details, but also the strict adherence of the installer to details. For reinforcement of this critical element, the A/E shall indicate all details on the drawings, rather than utilizing reference to details in standard manuals.

2.5 PROFESSIONAL CONSULTATION:

In addition to the services required by any other contract provisions, twelve hours of general engineering services and consultation are to be provided when and as required by Contracting Officer or his duly authorized representative during the course of the project execution. This requirement does not include short term telephone requests for interpretation of plans and specifications which can be furnished at once without a detailed study nor to corrections of omissions or errors or conflicts in plans and specifications which shall be considered A/E mistakes and correctable at his expense.

2.6 DESIGN SUBMITTALS: The A/E shall make the following submissions as a minimum:

2.6.1 TASK 1, CONCEPTUAL DESIGN SUBMITTAL (35%) (Original, and 4 copies):

- a. Conceptual Report detailing recommended method of repairs and alternative recommendations to the project scope. The Conceptual report shall include photographs, sketches and drawings descriptive of the scope.
- b. Plans, elevations, sections and details as required that indicates a work scheme. Include Demolition drawings indicating the extent of material and equipment to be removed.
- c. Any required permit applications
- d. Estimated cost of work.
- e. Outline Specifications.
- f. Preliminary Construction Phasing.
- g. Electronic CADD work and specifications on CD-Disk. Label disk "TASK 1, CONCEPTUAL DESIGN SUBMITTAL (35%)".

2.6.2 TASK 2, PRELIMINARY DESIGN SUBMITTAL (90%) (Original, and 4 copies):

- a. Floor plans (demolition and proposed), elevations, sections and details as required to show work scheme.
- b. Preliminary cost estimate.
- c. Preliminary Specifications.
- d. Preliminary Construction Phasing.
- e. Electronic CADD work and specifications on CD-Disk. Label disk "TASK 2, PRELIMINARY DESIGN SUBMITTAL (90%)".

2.6.3 TASK 3, DESIGN COMPLETION & BIDDING - CORRECTED FINAL DESIGN SUBMITTAL (100%) (Original, and 4 copies):

- a. Correction of all 60% Review Package comments and all iterative package discrepancies.
- b. Completed drawings on vellum, signed and sealed by registered architect and/or professional engineer.
- c. Completed Specifications on 8 1/2"x11", plain bond, white paper, letter quality, plus CD-Disk in Microsoft Word original specifications.
- d. Completed detailed cost estimate plus CD-Disk in Microsoft Excel original cost estimate.
- e. Electronic media CADD, specifications and cost estimate on CD-Disk; provide specifications in Microsoft Word and cost estimate in Microsoft Excel. . Label disk "TASK 3, DESIGN COMPLETION & BIDDING – CORRECTED FINAL DESIGN SUBMITTAL (100%)".

Cafeteria Upgrade – U.S. Embassy, Dili, Timor-Leste

2.7 SPECIFICATIONS:

The A/E shall prepare project specifications in the "CSI" format utilizing OBO Standard Specifications, except for the General Requirements sections, a sample of which will be provided by OBO, to illustrate format and standard phraseology. Specifications shall comply with Part 10 of the Federal Acquisition Regulations entitled "Specifications, Standards, and Other Purchase Descriptions". The use of the OBO Standard Specifications, or the sample sections provided by OBO and/or the Embassy, does not relieve the A/E of any of his professional responsibilities. Alternate U.S. based specifications may be used upon approval of the COR and includes MasterSpec developed by ARCOM (Architectural Computer Services, Inc.) and UFGS (Unified Facilities Guide Specifications); this is the Guide Specifications for use in specifying construction for various U.S. government agencies.

A/E is cautioned against using old project specifications or obtained for previous projects without carefully reviewing the content and coordination with current reference standards, other specification sections and drawings.

Specifications shall be prepared so that the Embassy can invite bids and award a single federal construction contract per Delivery Order in accordance with Federal Acquisition Regulations (FAR) and shall in be in English

Specifications shall be on 8 1/2" by 11", plain bond, and white paper with letter quality printing. Final submission of specification using Microsoft Word shall include in digital media CD ROM Format using proper external label with a certification that the delivery media is free of known computer viruses including the name(s) and release date(s) of the virus scanning software used to check the media.

2.7.1 SPECIFYING CONSTRUCTION SUBMITTALS:

To maintain an effective quality assurance on the Contractor's installed products and equipment, the emphasis is on calling for construction submittals on materials and equipment to which the Contractor can be held to strictly. This can be in the form of manufacturer's catalog data, technical sheets indicating compliance with industry standards, shop drawings, etc. Reference publications indicating means of installation are not readily available in the field. Where feasible means of installation should be copied or paraphrased in the text of the specifications. The A/E should be pragmatic in the selection of the required submittals. Hence, when listing the required submittals in the specifications, the A/E will need to balance between: 1) the reasonableness of the Contractor being able to comply with all the required submittals, and 2) the effectiveness of enforcing the high quantity of submittal data and requirements by the Embassy and the appointed COR.

2.8 DRAWINGS:

Drawings including sketches, schematics, conceptual, etc. shall be in a form suitable to the stage of design. CAD drawings will conform to the National CAD Standards published by the National Institute of Building Sciences. The drawings and models will be checked for both graphic clarity and professional layout practices and computer file structure correctness.

Drawings shall be in AutoCAD platform (ACAD 2000 Templates or later) without conversion; layering, lettering, line weight, symbols, schedules shall be in conformance with current National CAD Standards (NIBS). All CAD drawings shall be supplied in DWG format and readable by the DOS-supported CAD desktop software (Autodesk AutoCAD). Being 'readable' means the ability to open a file without any errors (such as proxy, font substitution, xref resolution, etc.) and with objects, layers, and other file properties remaining intact.

Cafeteria Upgrade – U.S. Embassy, Dili, Timor-Leste

Final Submission drawings shall be on A3 Size paper.

Submission of digital files (.dwgs) shall include in digital media CD ROM Format using proper external label with a certification that the delivery media is free of known computer viruses including the name(s) and release date(s) of the virus scanning software used to check the media.

Drawings shall be developed using the metric system of measurement (SI Units). SI drawings shall use only millimeters (mm) to avoid fractions and to eliminate the repetitious suffix. Dual dimensions shall not be used. Drawings shall be in English.

Graphic Scales:

Site Plan – 1:500, minimum

Plans – 1:100, minimum

Details – 1:5 thru 1:20

2.9 CONSTRUCTION COST ESTIMATE:

The A/E shall prepare an electronic cost estimate, using Microsoft Excel, for each Task to be submitted for review to reflect an estimate of total construction costs for the project. The estimate shall provide sufficient detail using descriptive building component line items with corresponding unit's for quantities, materials and labor. Total costs shall include contractor overhead, profit and taxes.

2.10 A/E's QUALITY CONTROL:

All elements of all submissions shall be checked by the A/E. Qualified professionals in their respective disciplines distinct from those preparing the materials shall perform such checks. Prior to TASK 2, DESIGN COMPLETION & BIDDING - FINAL DESIGN SUBMITTAL (90%) submission, the A/E shall perform a structured quality control review of all drawings and specifications. The review shall check for technical accuracy, coordination of the work within discipline, interdisciplinary coordination of the work, and coordination between drawings and specifications. When poor A/E performance results in the need of resubmission's of design documents, the A/E may be required to send representatives to the Embassy and /or project site to discuss the problems at no additional cost to the Embassy.

2.11 TIME TABLE OF DELIVERABLES:

<u>ITEMS / EVENTS</u>	<u># OF COPIES</u>	<u>SCHEDULE</u>
1. TASK 1, CONCEPTUAL DESIGN SUBMITTAL (35%)	4	05 days after issuance of Notice To Proceed [NTP]
2. OBO Review/Comments		15 days
3. TASK 2, PRELIMINARY DESIGN SUBMITTAL (90%)	4	15 Days after TASK 1, CONCEPTUAL DESIGN SUBMITTAL (35%) Review return
4. OBO Review/Comments		15 days

Cafeteria Upgrade – U.S. Embassy, Dili, Timor-Leste

6. TASK 3, DESIGN COMPLETION & BIDDING - CORRECTED FINAL DESIGN SUBMITTAL (100%)	4	15 Days after TASK 2, PRELIMINARY DESIGN SUBMITTAL (90%) Review return
7. Final Package (As Required)	4	5 Days After TASK 3, DESIGN COMPLETION & BIDDING - CORRECTED FINAL DESIGN SUBMITTAL (100%) Review return

2.12 CORRESPONDENCE & PACKAGES:

Correspondence and Packages (or privately delivered mail) shall be addressed as follows:

Three sets of deliverables shall be forwarded to OBO at the following address:

One set of deliverables shall be forwarded to Embassy to the following address:

**Embassy of the United States of America
Avenida de Portugal dos Coqueiros
Dili, Timor-Leste
Attention: Hiram A. Lasquety IV
Telephone: +670 3324684, ext.2012
Cell # : +670 77230976**

PART 3 EXECUTION

3.1 CONSTRUCTION PROCEDURES AFFECTING THE A/E

3.1.1 BID PROCEDURES:

The Contracting Officer at the Embassy, will invite for bids for construction, and will award and administer contract.

3.1.2 QUESTIONS:

The A/E shall be receptive to any questions posed by the Contractor, but shall not answer them directly. All such inquiries, problems, etc., shall be transmitted with appropriate comments and opinions to the Contracting Officer who will reply.

3.2 LIST OF ENCLOSURES:

Enclosures:

- (1) Conceptual, design, floor
plan and elevation**